CITY OF BURBANK

ASSISTANT MANAGEMENT SERVICES DIRECTOR- RISK MANAGEMENT AND SAFETY

DEFINITION

Under general direction, to plan, organize, and direct the Risk Management and Safety Division of the Management Services Department and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, organizes, and directs all activities within the Risk Management and Safety Division of the Management Services Department; to serve as the department manager in the absence of the Management Services Director and the Assistant Management Services Director/Labor Relations and Human Resources; develop and coordinate a centralized risk management and safety program; provides administrative direction over the City's self-insurance programs for the identification, evaluation, and elimination or reduction of risks and liabilities; analyzes proposed City programs and projects for potential liabilities and makes related recommendations; acts as liaison to various consulting agencies retained to provide medical, legal and investigative services; makes recommendations based on negotiations with insurance companies for purchase of insurance or retention of risk in all areas of municipal liability, workers' compensation, property and casualty coverage; supervises the settlement of liability and workers' compensation claims against the City; oversees the investigation and processing of City claims for damages against individuals and other agencies; analyzes, recommends, and monitors monetary reserves for claims adjudication; provides expert analysis and advice on matters of risk management, including the review of proposed legislation and court decisions; participates in the review of proposed disability retirements; coordinates safety with other elements of the personnel management program; supervises, trains, and evaluates employees; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:
- Knowledge of - the principles and practices of risk management; property, casualty, liability, industrial injury insurance, claims practices and related California law; insurance policies and terminology as applied to risk management; the insurance marketing system as it applies to municipal government; duties and responsibilities of insurance brokers and agents, claims adjusters, and underwriters; major municipal risks and liabilities; safety management and training programs; medical terminology; the principles and methods of safety and training; supervisory and management functions, techniques, and problems; work hazards, their elimination, safety education and accident prevention; the State of California's Hazard Communication System; hazardous materials and spills management; incident command system (ICS); functions and operations of a full-service city.

- Ability to – plan and direct the work of others; communicate effectively, both verbally and in writing; effectively analyze and evaluate program operations; determine safety and training needs and evaluate training programs; analyze occupational hazards and to formulate positive accident prevention programs; establish and maintain effective working relationships with supervisors, vendors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, five years of experience involving administrative responsibility for the development and administration of a risk management, claims adjustment, industrial insurance, or industrial safety program and graduation from an accredited college or university with a degree in public administration, business administration or a related field.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.